AppleWorks FORUM

The Monthly Publication of **NAUG:** ***The National AppleWorks Users Group***

Volume III, No. 3 **Three Dollars**

TABLE OF CONTENTS

Support for AppleWorks and ///EZ Pieces Users

AppleWorks: A Look at the Future

You probably agree that AppleWorks is an exceptional program; it is easy to use and offers a surprising number of features. If you did not agree with this statement, you would not be using AppleWorks as often as you do.

But as we read advertisements for the word processing, spreadsheet, and data base programs available for other computers, we started to demand more than AppleWorks could offer. What powerful word processor on the market today does not offer a pop-up spelling checker or thesaurus? What spreadsheet program does not support macros, string logic, or date arithmetic? Our expectations were increasing and the developers of AppleWorks did not respond.

This threatened the future of AppleWorks. How long would serious users wait for these enhancements before switching to more powerful programs?

Third Party Vendors Respond

The response came not from Apple Computer but from third party vendors. Originally, Pinpoint developed important modules such as a spelling checker and a communications program that added useful features to AppleWorks. Now, Beagle Bros' TimeOut series is having a major impact. Once you install UltraMacros, QuickSpell, DeskTools, and FileMaster on your system, you will wonder how you worked without these useful accessories.

AppleWorks' Future As Seen by Beagle Bros

The current TimeOut offerings are just the beginning of the "New AppleWorks". According to Randy Brandt (AppleWorks guru and a TimeOut developer), Beagle Bros plans to announce a series of additional TimeOut modules at the Spring AppleFest show. These include:

- A pop-up thesaurus.
- Three separate desktops to accommodate up to 36 AppleWorks files on your desktop ... if you have enough memory.
- Three separate clipboards.
- A disk indexing program to keep track of your AppleWorks files.
- A program that creates a data base file of all the words you use in any word processor document.
- A way to run BASIC programs and issue ProDOS commands from within AppleWorks.
- A desktop sorter to help you rearrange the files on your Desktop Index.
- A way to get text file output from AppleWorks without hard Returns.

Additional TimeOut modules will appear later this year.

Tools for Developers

While those products will appear in the future, Beagle Bros currently offers development tools that can be used to produce additional AppleWorks enhancements. The newest TimeOut offering is MacroTools; five TimeOut applications that can help macro developers produce sophisticated macros. In addition, MacroTools includes 130K of AppleWorks files and macros. The macros range from powerful, complex offerings to the frivolous and cute. (One macro lets you use QuickSpell to check entries in the data base module. Another adds powerful tabbing features to AppleWorks' word processor module.) Other files on the MacroTools disk contain patches to update

AppleWorks Forum

Editor: Cathleen Merritt
Associate Editor: William Marriott
Publisher: The National AppleWorks Users Group

©COPYRIGHT 1988, by NAUG, The National AppleWorks Users Group, for the exclusive use and enjoyment of its members. Any reprint or reproduction must be approved in writing and in advance by NAUG.

The "AppleWorks Forum" ISSN #0893-4118, is published monthly for $24 per year by the National AppleWorks Users Group, 43566 Applewood, Canton, Michigan 48188.

POSTMASTER: Send address changes to AppleWorks Forum, NAUG, Box 87453, Canton, MI 48187

From the Editors...

UltraMacros, a word processor file listing ideas to help you use UltraMacros, and a data base containing the memory addresses used by AppleWorks. MacroTools is available now from Beagle Bros for $25, including shipping.

Another developer's tool is TaskMaster; a series of programs that let template developers prepare stand-alone macros they can include on their template disk. TaskMaster was developed by Randy Brandt and is marketed by JEM software.

The availability of tools such as TaskMaster and MacroTools is possibly the most important development in TimeOut's brief history. Development tools give advanced users the ability to develop and market their own AppleWorks add-ons. These products promise an increasing availability of AppleWorks enhancements.

Unfortunately, this power is not without its cost. We will consider the implications of these developments in next month's editorial.

AppleWorks Upgrade Offer

Claris Corporation, the company that now markets and develops Apple software, recently announced a program that allows owners of early versions of AppleWorks to upgrade to version 2.0. From now through September 1988, you can upgrade to version 2.0 for $75.

If you want to upgrade, call Claris at (800) 544-8554 (in Canada call (800) 668-8948). They will send you a form that you must return with your original AppleWorks disk.

If you do not currently own version 2.0, **NAUG** recommends that you upgrade now. Version 2.0 offers a powerful mail merge module and useful spreadsheet features. More importantly, most new AppleWorks enhancements will not work with earlier versions of the program.

If you do not own a copy of AppleWorks, you can save about $25 from current discount prices by purchasing version 1.3 from Roger Coats for $99 [(800) 438-2883] and using that disk to take advantage of Claris' $75 upgrade offer.

Letters to NAUG

How to Run AppleWorks on MS-DOS Computers

Dear Ms. Merritt:

I want to commend you and the staff that puts together the ***AppleWorks Forum***. Your monthly newsletter gives me more information than all the other magazines and books about AppleWorks.

Like many AppleWorks users, I believe AppleWorks is one of the best programs on the market. I have my trusty Apple IIe and AppleWorks at home, where I do everything from writing letters, to keeping books, to running our annual golf tournament. At my office, I have an IBM PC/AT attached to an IBM System 36, which is then attached to an IBM mainframe.

I am familiar with mainframe, System 36, and PC programs. This may surprise you, but as far as I am concerned, I have not found a better program than AppleWorks! Every once in a while I contact the various software dealers, hoping that someone has developed an emulation program which will let AppleWorks run on an IBM-PC so I can use AppleWorks both at home and at the office.

Can you help me where the dealers have failed?

Jere L. Juenger
Collinsville, Illinois

[Ed: Thanks for the kind words; I will keep your letter handy and re-read it when we are close to deadline and nothing seems to be going right.

It seems to be a closely guarded secret that there is a way to run AppleWorks on IBM and IBM-compatible PC's. Diamond Computer Systems makes the Trackstar 128, an add-on board for MS-DOS computers that lets most PC's work like an Apple. Once you install the board in your MS-DOS machine, you run an MS-DOS program that comes on a utilities disk and your IBM-compatible computer acts like a 128K Apple IIc. The board even converts your PC's disk

The ***National AppleWorks Users Group*** **(NAUG)** is an association that supports AppleWorks users. The group provides assistance to members and information about the AppleWorks program. Our primary means of communicating with members is through the monthly newsletter entitled the ***AppleWorks Forum.***

drives to run like Apple drives. You can run AppleWorks and other non-copy protected Apple programs on the IBM drives, but you must connect an Apple drive to the card if you want to run copy-protected software.

The Trackstar 128 includes a 65C02 processor, 128K of RAM, a game port, a mouse/joystick port, an Apple disk drive port, and ports to attach monochrome, composite color, or RGB monitors.

Installing the card is easy, but there are a number of tricks and techniques you can use to get the most out of your new IBM/Apple. If you want to run AppleWorks on your PC/AT, contact Mr. Richard Hyde at Diamond Computer Systems, 470-F Lakeside Drive, Sunnyvale, California (408)-736-2000. Identify yourself as a NAUG member and he will help you get AppleWorks running on your system.

The Trackstar 128 costs $395 from Diamond Computers and is also sold by Radio Shack Computer Centers.

Another alternative is to get Microsoft Works for your IBM PC. Works is easy to learn, particularly for AppleWorks users. Works' word processor module is adequate for most applications, although it lacks some of the formatting features available on the AppleWorks Options Menu. Works has powerful data base and spreadsheet modules and three modules not available in AppleWorks: a built-in spell checker; a telecommunications module; and a business graphics module. However, Works stores its files on MS-DOS formatted disks; the files are not compatible with AppleWorks. Microsoft Works lists for $195 and is available for less than $150 from discount vendors.]

Transferring Bank Street Writer Files into AppleWorks Format

Dear Cathy,

The January 1988 issue of the ***AppleWorks Forum*** described how to use AppleWriter files in AppleWorks. I have numerous Bank Street Writer files I want to move into AppleWorks, but the technique you described for transferring AppleWriter files did not work for my Bank Street Writer documents. Can I transfer my Bank Street Writer files into AppleWorks?

Francis Weiser
Hallandale, Florida

[Ed: Unlike AppleWriter, Bank Street Writer stores its data in binary, not ASCII format; you cannot simply read Bank Street Writer files into AppleWorks. Although AppleWorks also stores files in binary format, the two sets of data files are incompatible with each other. In addition, all but the latest versions of Bank Street Writer stored their files on DOS 3.3-formatted disks; AppleWorks can read only ProDOS-formatted disks.

Like most word processing programs that store data in proprietary formats, Bank Street Writer provides a way to convert those files into ASCII codes that can be read by AppleWorks. This is a two-step process:

1. *Use Bank Street Writer to convert the files from binary codes into ASCII.*
2. *Use a utility program to convert the ASCII files from DOS 3.3 format into ProDOS format.*

Follow these steps:

1. *Boot up Bank Street Writer. As the program is loading, press the Escape Key to get to the Bank Street Writer Utilities Menu.*
2. *Indicate that you want to convert files from binary to text. Enter the name of the Bank Street Writer file you want to convert and the name you want to assign to the text (ASCII) file. Convert all the files on the data disk.*

Your files are now stored as ASCII codes. If you have Bank Street Writer III or Bank Street Writer Plus, they are on a ProDOS-formatted disk; skip to step #4. If you have any other version of Bank Street Writer, you must convert the files into ProDOS format so they can be read by AppleWorks. Proceed as follows:

3. *Boot your Apple with either Copy II+ or the Utility Disk that came with your computer. Format a blank disk into ProDOS format. Then use the same utility program to convert each of your DOS 3.3 ASCII files into ProDOS format on your new disk.*
4. *Boot AppleWorks and insert the ProDOS data disk containing the converted Bank Street Writer ASCII files in your second disk drive.*
5. *Tell AppleWorks you want to create a new file for the word processor.*
6. *With the Word Processor Menu on the screen, select choice #2, "Make a new file from a text (ASCII) file".*
7. *Enter the pathname for the first file you want to load into AppleWorks. The pathname consists of a slash,*

the name you assigned to the data disk when it was formatted, another slash, and the name of the converted Bank Street Writer file. Press the Return Key. (For more information about pathnames, see "What You Should Know about ProDOS Pathnames" in the November 1986 issue of the ***AppleWorks Forum.)***

8. *AppleWorks now asks you to "Type a name for this new file". You must assign a name to the AppleWorks version of the file. Enter a file name and press the Return Key. Your AppleWorks document will appear on the screen.*
9. *Issue an Apple-S command to save an AppleWorks version of the file on your disk.*

Repeat steps 5-9 as often as necessary to transfer each of your files into AppleWorks.

When you are done, go to the Other Activities Menu and delete the original ASCII files from the disk.

Your files are now stored in AppleWorks format on your data disk. The text will be preserved, but formatting commands entered under Bank Street Writer will not be transferred into AppleWorks. You should enter those formatting commands and edit your documents as if they were created with AppleWorks.]

ImageWriter Sheet Feeder Correction

Dear Cathleen:

There is an error in the tip published in the January 1988 issue regarding legal size paper with the ImageWriter sheet feeder. The correct code to enter is `Escape H 2016`, *not* `Escape H 201`, as indicated in the article.

Here is a simpler method to enter that code:

Add a second ImageWriter printer to your Printer Menu. Call this printer "Legal Sheet". Then add the escape sequence to the end of the printer interface code.

This way you will not have to lose the Subscript Begin Command *and* you can also use legal size paper with the data base and spreadsheet.

The combined printer interface code looks like this:

`Control-I 80N Escape H 2016`

(I, N, and H are capital letters; both 0's are zeros.)

Also remember to use the Apple-O command in your document to set the paper length to 14 inches.

Craig Miller
New York, NY

[Ed: Mr. Miller is right; please correct page 19 of your January issue.

The idea presented here is to put the special printer code in the interface card setting area. Variations of this technique can be used for other effects, such as printing an entire document in boldface or italics. If you use an Apple IIc, you cannot directly send a printer initialization code. Instead, add the codes to the "Characters Per Inch" areas in AppleWorks. The CPI code is sent to the printer at the beginning of every document.]

Patch for PatchMania

Dear Cathleen,

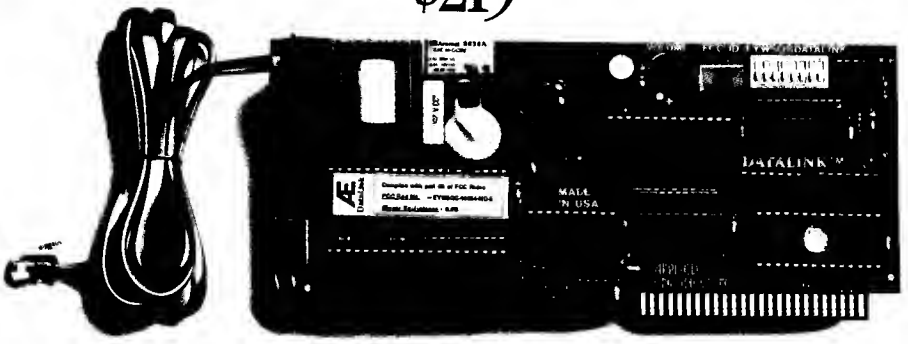
Thanks for reviewing PatchMania in the January 1988 issue of the ***AppleWorks Forum***. Unfortunately, a bug showed up after the first of the year — the "skip date entry" patch works only with double-digit months! Here's how to correct that bug:

1. Make a new copy of AppleWorks, or use PatchMania to undo the "skip date" patch.
2. Boot the PatchMania disk and press the Escape Key to exit to BASIC.
3. Type `LOAD PM.ASYS` and press the Return Key.
4. Type `LIST 380` and press the Return Key.
5. Retype the entire line (starting with "380") and change the very last number from `(10053)` to `(10053+LD)`. Press the Return Key.
6. Type `SAVE PM.ASYS` and press the Return Key.
7. Type `RUN` and reinstall the patch.

Randy Brandt
JEM Software

Global communications. Down-to-earth price.

$219



Introducing the DataLink™ modem. Get instant access to networks and databases – plus network memberships and discounts worth $177.95!

Now you can tap into a world of information — without draining your resources. Our DataLink™ modem lets your Apple IIGS, IIe or II+ communicate with other computers, download free software from networks and bulletin boards, access database services and more. For a remarkably low price.

The world at your fingertips.

With the DataLink modem, you'll be able to draw information from thousands of databases. Send and receive electronic mail — even overseas. Join clubs and bulletin boards to exchange software or solve computing problems with other Apple users. Download free public domain software. And share files with personal computers and mainframes.

There's nothing missing on DataLink.

Unlike the Smartmodem®, DataLink comes with its own easy-to-use communications software in ROM and on disk that supports macros, file transfers, on-line time display, data capture and datascope mode. The software also allows you to store hundreds of phone numbers for auto dialing and log on.

Because DataLink is 100% Super Serial Card compatible, you can also run virtually all other communication software, including Point-to-Point, Apple Access and ASCII Express, to name a few.

The compact design allows DataLink to fit in any slot — including slots 1 and 2 of the IIGS with a cooling fan installed. DataLink operates at 1200 or 300 baud. Built-in diagnostics check for accuracy of data transmission, and DataLink lets you track the progress of calls either electronically or via an on-board speaker.

Introductory offers from popular networks included.

When you purchase DataLink, you'll get a fee-waived membership to The Source worth $49.95. $60.00 worth of free on-line time from NewsNet. A free $50.00 subscription to the Official Airline Guide. A free subscription to the GEnie network worth $18.00! And information on MCI Mail.

	Applied Engineering DataLink 1200	Hayes Smartmodem 1200A
Price	$219	$349
Max. transmission rate	1200 baud	1200 baud
Warranty period	5 years at no charge	2 years or 4 years for $75
Software included	YES	NO
Hayes AT command set	YES	YES
Help screens	YES	NO
On-board telephone jacks	YES	NO
Fits any slot (even with fan)	YES	NO

Smartmodem is a registered trademark of Hayes Micro Computer Products

Order today!

To order or for more information, see your dealer or call Applied Engineering today, 9 a.m. to 11 p.m. 7 days. Or send check or money order to Applied Engineering. MasterCard, VISA and C.O.D. welcome. Texas residents add 6¼% sales tax. Add $10.00 outside U.S.A.

Applied Engineering
The Apple enhancement experts.

P.O. Box 798, Carrollton, TX 75006
(214) 241-6060

Word Processor Tip

How to Print Special Symbols in Your Documents

by Sheryl S. King, Hal Heidtman, and Cathleen Merritt

This article describes how to print "§" symbols and other characters not usually possible with AppleWorks. If you are a new AppleWorks user, first read the articles entitled "How to Configure AppleWorks So It Works with Custom Printers" and "How to Get Italics in Your Printouts" in the August and October 1986 issues of the ***AppleWorks Forum****.*

Some professions require you to use special symbols in your writing. For example, attorneys need the "§" and "¶" symbols, authors need the copyright sign (©), and technical writers use the degree symbol (°).

These symbols are not available from the Apple keyboard because they are not part of the standard American character set. However, they are often included in your dot matrix printer's set of "international" characters. Some printers have one general set of international characters, others have a separate character set for each foreign language.

In this article, we will describe how to produce the "§" sign on an Epson-compatible Panasonic KX-P1091 printer. You can generalize this technique to produce different symbols on other printers.

The Panasonic printer manual shows that the "§" character is available in its German character set. So the technique is to switch the printer into the German character set, print the "§" symbol, and then switch back into the U.S. characters.

Getting Started

You must start by defining your printer as a custom printer, even if your printer is on the AppleWorks Printer Menu. Then enter the control codes for all the commands you want to implement; e.g., the codes for Underline Begin/End and Boldface Begin/End.

Next, enter the code to invoke the appropriate foreign character set into the area usually used for the Subscript Begin Command. Enter the code to return to the U.S. character set in the area usually reserved for the Subscript End Command.

In this example, we enter the keystrokes "Escape R Control-B" into the printer codes for Subscript Begin. Those commands switch an Epson-compatible printer into the German character set. Then we enter "Escape R Control-@" into the Subscript End area to return to the U.S. characters. *[Ed: Version 2.0 of AppleWorks does not accept the Control-@ combination from the keyboard. If you are using version 2.0, see the article "Four Ways to Enter Control-@ Printer Codes" in the February 1988 issue of the* ***AppleWorks Forum****.]*

Now, to type a character from the German character set, we enter a Subscript Begin Command, type the characters we want to print from the German character set, and then enter the Subscript End Command.

In this example, the "§" symbol is the German equivalent of the character "@" in the U.S. character set. So, whenever we need the "§" symbol, we enter a Subscript Begin Command, type the character "@" and then enter the Subscript End Command. The screen looks like this: ^@^, but these three characters are replaced with the symbol "§" on the printed document.

A Shortcut

If you need only one or two of the special characters available from your printer, you can save keystrokes by entering the entire keystroke sequence into the Subscript Begin or Superscript Begin areas. For

example, the following set of keystrokes will switch your printer into the German character set, print the symbol "§", and return to the U.S. characters:

```
Escape R Control-B @ Escape R Control-@
```

When you invoke the Subscript Begin Command, AppleWorks will switch your printer into the German character set (Escape R Control-B), print the German equivalent to the character "@" (the "§" sign), then return your printer to the U.S. characters (Escape-R Control-@).

Make Your Own Chart

Some printer manuals do not include a table of the special characters available or present them in a confusing manner. If you want to discover which keys you have to use to get special symbols on your printer, follow these steps to make your own conversion table:

1. "Teach" AppleWorks how to enter the foreign character set and how to return to the U.S. characters as described above. Use the Subscript Begin and Subscript end areas.
2. Type a line of characters on the keyboard (for example, QWERTY..., or ABCDEF...).
3. Use the Copy Command (Apple-C) to create a second line of identical characters.
4. Insert a Subscript Begin Command at the beginning of the second line of text to switch to the foreign character set. Insert a Subscript End Command at the end of that line to return to standard characters .
5. Insert a blank line.
6. Repeat for every upper- and lower-case key on the keyboard.
7. Print your results. You will now have a conversion chart showing the relationship between the characters on your Apple keyboard and every special symbol in your printer's foreign character set.

If you examine the foreign character sets described in your printer manual, you should locate numerous characters you might find helpful in your writing. You can use the technique we described to print these characters.

[Sheryl S. King is an attorney from La Jolla, California.

*Hal Heidtman is an Associate Principal at Anthony Wayne High School in Whitehouse, Ohio and a computer consultant. He is a technical advisor to **NAUG**, a member of the **NAUG** Editorial Review Board, and conducts seminars for **NAUG** throughout the country.]*

How to Get Other Special Printer Effects

Here are some other ideas to help you print special and foreign characters in AppleWorks:

1. If your printer is capable of italics, you can print foreign words in italics. To do that, combine the commands to enter the foreign character set with the commands to start italics. For example, on an Epson-compatible printer, the keystrokes Escape 4 turn your printer into italics and Escape 5 returns you to normal print.

   If you define the command for Subscript Begin as "Escape R Control-B Escape 4" and the command for Subscript End as "Escape R Control-@ Escape 5", you will print all German characters in italics.
2. If you want to print entire documents in foreign characters, put the command to start the foreign characters in Subscript Begin. Do not enter any codes into the area for subscript end. In that way, AppleWorks will not know how to turn off the printer's foreign character set.
3. Printer manuals (particularly those for Epson and Epson-compatible printers) often include misleading information about the appropriate printer codes. For example, the Epson and Panasonic manuals say that "Escape R 2" are the keystrokes necessary to switch into the German character set. The manual does not explain that you must enter the keyboard equivalent of the ASCII value 02 (Control-B), not the number 2.

The chart on page 7 of the December 1987 issue of the ***AppleWorks Forum*** shows the keyboard equivalents of most ASCII values.

—Cathleen Merritt

Disk Utilities for AppleWorks: TimeOut FileMaster

by Bruce Shanker

FileMaster, a member of the TimeOut series from Beagle Bros, puts a disk utility program at your fingertips. With FileMaster, it is no longer necessary to leave the AppleWorks environment to back up a disk or transfer files between disks.

FileMaster is a file and disk utility program that enhances the file management functions available on AppleWorks' Other Activities Menu.

The best way to understand FileMaster is by examining its functions. *Figure 1* displays FileMaster's disk and file management capabilities: *Figure 2* lists the keystroke-driven features that do not appear on its menus.

How to Install FileMaster

FileMaster is easy to install; it follows the same installation procedures that you use to install any of the TimeOut modules. That is, you first install TimeOut onto your copy of AppleWorks and then copy the file TO.FILEMASTER onto your TimeOut Applications Disk. *[Ed: For step-by-step directions on how to install TimeOut programs, see "How to Get Started with TimeOut" in the February 1988 issue of the **AppleWorks Forum**.]* Allow between five and fifteen minutes for the installation process.

Ease of Use

FileMaster is an easy-to-use, menu-driven program. You invoke FileMaster by entering an Apple-Escape and selecting FileMaster from the TimeOut Menu. *Figure 3* shows a typical FileMaster Menu.

FileMaster Features

Not all of FileMaster's power can be discovered by examining its menus; numerous keystroke commands add functionality and power not apparent to the casual user. For example, FileMaster lets you use the Apple-R command to select groups of files that meet selection criteria you specify. You can use Apple-R to find all files on your disk that contain the characters "TO." in their file name. You can also use the Apple-R command to display only your spreadsheet files. If you are using 5.25-inch disks, you may not appreciate the importance

Figure 1: FileMaster Functions

Disk Management:
- Display list of disk/devices
- Copy a disk
- Compare disks
- Rename directory
- Erase a disk
- Format a disk*
- Create a subdirectory*
- Copy a subdirectory

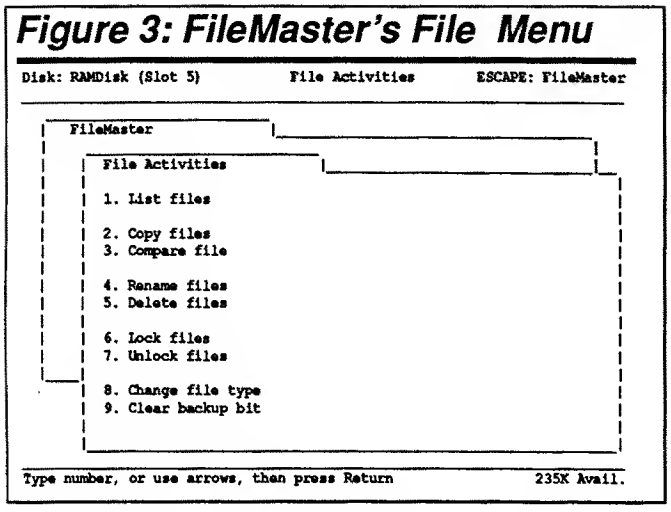
File Management:
- List files*
- Copy files
- Compare files
- Rename files
- Delete files*
- Lock/Unlock files
- Change file type
- Clear backup indicator

*function already available in AppleWorks

Figure 2: FileMaster Keystroke Features

⌘ plus...	Function
1-9	Scroll through directory
Up/Down Arrow	Top/Bottom of page
Right Arrow	Select all files
Left Arrow	Cancel all selections
Return	Change disk drive
A	Arrange files alphabetically, by size, by date, or by file type
H	Print screen
R	Selection rules: select specific files
V	Display only currently selected files
Control Key plus...	**Function**
I or Tab	Move selected file to this location
S	Swap two selected files

Figure 3: FileMaster's File Menu



of these features. But imagine the importance of FileMaster's selection features to those of us using 800K 3.5-inch disks or 20-megabyte hard disks.

Another FileMaster command (Apple-S) lets you swap the position of any two files in your FileMaster disk catalog. Unfortunately, these changes only appear when you use FileMaster; they are not reflected on the AppleWorks menus.

FileMaster makes it easy for you to back up your AppleWorks data files. The program tracks files you copied using FileMaster and assumes those copies are backups. If you change an original file on your disk but do not make a copy, FileMaster puts a "+" sign in its file menu to warn you that this file is not backed up.

Those of us who download files from other computers and bulletin boards know that most file transfer programs do not send information about the kind of file you have transferred. For example, if you download a binary AppleWorks word processor file, you need to change the file type to "AWP" for AppleWorks to correctly read that file. FileMaster (and Pinpoint's Point-To-Point telecommunications program) lets you change the file designator so these files are accessible to AppleWorks.

Bugs

While I did not find any bugs in FileMaster, Beagle Bros reports a problem in the disk comparison feature. They expect to have this fixed shortly.

I found one minor inconvenience when using FileMaster. Unlike the other TimeOut modules that let you press the Escape Key repeatedly until you return to AppleWorks, pressing Escape in FileMaster brings you only as far as the FileMaster Main Menu. You must select choice #4, "Quit to AppleWorks", to leave FileMaster.

FileMaster Compared to Pinpoint Filer

The Pinpoint Desk Accessories includes "Filer", a pop-up program that helps you manage your data disks. The existence of "Filer" invites a comparison. FileMaster is easier to use and is more powerful than Pinpoint's Filer accessory. For example, Pinpoint requires you to know the disk and pathnames or use commands to explore your disks and devices to get those names. FileMaster is menu-driven and makes this process easy. Pinpoint's Filer can be tedious; FileMaster is quick and easy to use. However, this comparison must be seen in perspective. Pinpoint's Filer is one of many Desk Accessories that include a telecommunications program, pop-up calculator, envelope addresser, and others. The entire collection of Pinpoint Desk Accessories cost less than $50 from discount vendors. FileMaster alone lists for $49.95 and costs more than $30 from mail-order discounters.

In summary, I recommend FileMaster to anyone using AppleWorks, particularly for users of 3.5-inch and hard disk systems. FileMaster is easy to use and adds important features and functions to help you manage your growing list of AppleWorks files.

[FileMaster costs $49.95 from Beagle Bros, 6215 Ferris Square, Suite 100, San Diego, California 92121 (619)-296-6400. The program is available at significant discounts from mail order vendors. Version 1.1 is current.]

[Bruce Shanker is a mathematics teacher at Kensington High School in Philadelphia, Pennsylvania.]

W*A*R* SOFTWARE
(Working Apples Relentlessly)
BELIEVES IN QUALITY SOFTWARE AT REASONABLE PRICES!

USE OUR TEMPLATES TO PREPARE YOUR INCOME TAX RETURN

Use our AppleWorks spreadsheet template to prepare your U.S. tax return. Prints IRS-approved form. Forms 1040, 1040A, 1040EZ, A, B, C, D, E, F, R, SE, 3903, 8615, 4562, 2441. Clear, concise documentation on disk. Available NOW! $32. Overnight delivery available - Add $20.

CA residents add 6.5% sales tax. Send check/MO to W*A*R* Software (Working Apples Relentlessly), 4974 N. Fresno Street, Suite 282, Fresno, CA 93726.

How to Use TimeOut with Expanded Memory Cards

by Warren Williams

The TimeOut series of AppleWorks enhancements offer important features for AppleWorks users. For example, TimeOut QuickSpell is a fast, convenient, powerful spell checking program that works without leaving AppleWorks. Once you try QuickSpell, DeskTools and UltraMacros, you will be sold on the utility of these AppleWorks add-ons.

Like many enhancements, the TimeOut programs add complexity to your system and increase the choices you must make. In this article, I will describe some options available to owners of expanded memory cards to help them use TimeOut on their computers.

RAM Disk or Desktop?

The developers of TimeOut designed their program to take advantage of the extra memory you can add to your Apple computer. They let you use this memory to speed up the operation of the TimeOut modules and make it easier to use the programs.

There are two ways to use your enhanced memory card:

1. To expand the AppleWorks desktop.
2. To trick your Apple into thinking that the extra memory is a disk drive. This "disk drive", appropriately called a RAM disk, has greater capacity and runs much quicker than a standard floppy disk. However, a RAM disk is "volatile"; unless you have a battery backup system, anything stored on that "disk" is lost when you turn off or reboot your computer. *[Ed: For more information about RAM disks and AppleWorks, see "An Introduction to RAM Disks" in the September 1987 issue of the AppleWorks Forum.]*

How TimeOut Uses Your Extra Memory

TimeOut applications will run in any of three ways:

1. From a floppy or hard disk.
2. From the AppleWorks desktop.
3. From a RAM disk.

When you install TimeOut, the program assumes you will be running the applications from a floppy or hard disk. If you have a hard disk or do *not* have expanded memory, you should accept the program's defaults.

If You Do Not Use a RAM Disk

If you have an expanded memory card, TimeOut can recognize and take advantage of your extra memory, even if you do not use a portion of that card as a RAM disk. To get the benefits of your expanded memory, you should configure the TimeOut programs so they reside in memory, not on the disk. As indicated earlier, TimeOut expects to run from a floppy or hard disk. You can change this assumption after you install TimeOut on your AppleWorks Startup Disk as follows:

1. Start your computer with your TimeOut-enhanced version of AppleWorks in Drive 1 and a disk containing the TimeOut modules in Drive 2.
2. Invoke TimeOut by pressing Apple-Escape.
3. Select "Utilities".
4. Select choice #4, "Change memory status" and change all your applications to make them memory-based.

As you know, memory-based applications run faster than disk-based programs. By changing this default, TimeOut can take advantage of the extra

memory in your computer even if you don't configure it as a RAM Disk.

If You Use a RAM Disk

The most efficient way to use an expanded memory card is to allocate a portion of that card as a RAM disk. You can use your RAM disk to store AppleWorks, TimeOut programs, data files, and non-AppleWorks ProDOS programs such as Point-to-Point or Copy II+. Then you can switch between AppleWorks and other applications without changing disks or rebooting your computer. In addition, you can use your RAM disk to store temporary ASCII and DIF files you might use to transfer data between AppleWorks modules.

Here are some tips to help you run TimeOut from a RAM disk:

1. Configure TimeOut so it expects to find the TimeOut programs by pathname; specify the "disk" name assigned to your RAM disk. If you have a RamWorks card, the "disk" name is /RAM. If you have a RamFactor card, it is /RAMn (substitute the slot number in which the card resides for the letter "n"; for example, if your RamFactor card is in slot #4, the pathname is /RAM4). If you have a Checkmate Technology card, the RAM disk pathname is /MRAM.
2. Do *not* use the TimeOut Utilities to make your applications memory-based. Once you load them on your RAM disk, they are on the memory card and run at RAM speed. If you declare the modules to be memory-

RAMUP Users

If you use RAMUP to manage your RAM disk, check to see if the TimeOut applications appear on the RAMUP menu. If they don't, you do not have the current version of RAMUP; you should replace the files DATA.LIST and TITLES.DATA on your RAMUP disk with the latest versions of those files. You can download those files from the Quality Computers bulletin board [(313) 885-4248], or return your RAMUP disk to Quality Computers with return postage for a free update. Quality Computers, 15102 Charlevoix Ave., Grosse Pointe Park, Michigan 48230.

RamWorks/RamFactor Users

If you set up an autoboot disk following the steps in the March 1987 issue of the *AppleWorks Forum,* you will have to modify AUTOCOPY so it automatically loads the TimeOut applications onto your RAM disk.

If you have a RamWorks card and store all your TimeOut modules on a disk called /APPLICATIONS, change line 47 so it reads as follows:

```
47 MV$(2)="/APPLICATIONS":MU$(2)="/RAM"
```

If you installed UltraMacros, change line 42 to read as follows:

```
42 EXITFILE$="/RAM/ULTRA.SYSTEM"
```

RamFactor users should substitute /RAMn (where "n" is the number of the slot the card occupies) for all references to /RAM in the autoboot program. Directions for making these changes appear in the March 1987 issue of the *AppleWorks Forum.*

Checkmate Technology Card Users

If you set up an autoboot disk following the directions in the February 1987 issue, you will not have to make any changes to your Startup program unless you purchase UltraMacros. If you are using UltraMacros, change line 1100 in the STARTUP program to read:

```
1100 TURNKEY$="/MRAM/ULTRA.SYSTEM"
```

Follow these directions to make this change:

1. Boot a Utilities Disk and exit into BASIC.
2. Insert your Startup Disk (the disk you insert when you want to autoload your RAM disk) in Drive 2.
3. Type the following, pressing the Return Key at the end of each line:

```
NEW
LOAD STARTUP,S6,D2
1100 TURNKEY$="/MRAM/ULTRA.SYSTEM"
SAVE STARTUP
```

If you use a Checkmate Technology card and this autoload program, you should put all the TimeOut modules on a single disk and insert that disk any time during the autoload procedure.

based, TimeOut will load two copies of the programs on the memory card; one copy on the RAM disk and one on the AppleWorks desktop.

3. The most efficient way to load the TimeOut programs onto your RAM disk is to create one or more TimeOut Applications Disks that contain all the TimeOut modules. *[Ed: See the specific step-by-step directions in the article entitled "Getting Started with TimeOut" in the February 1988 issue of the **AppleWorks Forum**.]*

Novice Notes

What Do "^" Marks Mean?

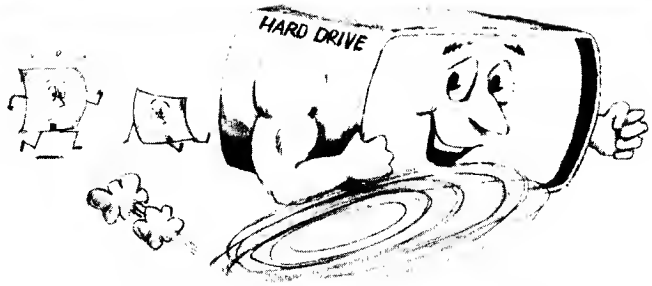
by William Marriott

Many formatting commands in AppleWorks documents appear as carets (^) on the screen. But a Subscript Begin caret looks the same as a Boldface Begin caret. How do you tell which one is which?

You can tell the purpose of a caret by putting the cursor on the caret and looking at the bottom of the screen. When you put the cursor on the caret, the portion of the screen that usually displays the line and column numbers changes to show the function of the caret.

Remember that you can delete carets and their associated commands the same way you delete any character in a word processor document. Put the cursor one character to the right of the caret and press the Delete Key. However, be careful when deleting carets; most stand for commands that have opposites (e.g., the opposite of Underline Begin is Underline End). Make certain that you also delete the opposite of any command you delete; failing to do so can have unpredictable results.

HARD DRIVES



Leave the floppies in the dust

Remember when you first discovered floppy disks? Easy to use. Manageable. Inexpensive. But, with today's high-powered programs — totally inadequate.

You need more. You need the power and storage capabilities of Hard Drives from Quality Computers.

Today's hard drives give you up to 400 times more storage power than your old floppies. And Quality Computers gives you everything in Hard Drives that you love in floppies. Ease of use. Manageability. Super prices. And check out the brand names — CMS and Sider — the leaders in Hard Drive technology.

Naturally, Quality Computers offers everything you need to enjoy Hard Drives: innovative software, consultation, our newsletter, plus over 2,000 products and programs to make the most of your computing time.

COMING SOON from QUALITY COMPUTERS
EasyDrive™ Storage Management Software

Finally — the power to take control of larger, more powerful storage devices like Unidisks, ROM Disks, Hard Drives, and more. EasyDrive is integrated utility software that makes storage management a snap. And it's coming your way, soon, from the leader in software utility innovation, Quality Computers.

TAKE A TEST DRIVE ON US!

Not sure about Hard Drives yet? Why not try one out for 30 days. If you don't think it's right for you, just return the unit and we'll refund your money. Easy as that. And don't forget to ask about our Hard Drive Insurance/Service Program. At only $50 it's an absolute must.

All Hard Drives are in stock and ready to ship, and, if you wish, we will install, format, and test 1 meg. of popular, hot, public domain software for only $35.00.

All this, and more, from Quality Computers — Number 1 in Computer Storage Devices.

SIDER		CMS	
20 Meg.	$549.00	20 Meg. SD	$579.00
40/60 Meg.	CALL	40 Meg. SD	879.00
20 Meg. Tape	549.00	60 Meg. SD	949.00
		SCCI Controller	95.00

PRICES SUBJECT TO CHANGE

Quality Computers

1365 Berkshire
Grosse Pointe, MI 48230
313/885-4270

To Order Call: 1-800-443-6697

How to Use RAMUP with 3.5-Inch Disks

by Brian Theil

RAMUP is a utility program that helps you configure and manage a RAM disk. A review of RAMUP appears in the May 1987 issue of the ***AppleWorks Forum****. In this article, Brian Theil describes how to use RAMUP more efficiently with 3.5-inch disk drives.*

RAMUP is a utility program that helps you get increased functionality and convenience from RamWorks or RamFactor memory expansion cards. The program offers the following features:

1. It automatically configures a portion of your memory card as a RAM disk. A RAM disk gives you faster operation and less disk swapping.
2. It helps you load your RAM disk by prompting you for the correct disks when you copy programs onto your RAM card.
3. It helps you use your RAM disk by giving you a menu of the programs stored on your RAM card.
4. It lets you run non-ProDOS programs (such as Locksmith) or copy-protected programs (such as Print Shop) without losing the files stored on your RAM disk. If you run games or other copy-protected programs, this feature alone is worth the $39.95 cost of RAMUP.

The RAMUP documentation assumes that you have one or more 5.25-inch disk drives. Here are some tricks to help you use RAMUP to take advantage of the greater capacity of 3.5-inch disks.

Some Background

When you configure RAMUP, the program asks you to select the files you want loaded onto your RAM card. It then prompts you to insert the correct disks into your drives and copies the appropriate files from those disks onto your RAM card.

If you have a 3.5-inch disk, you can put most of these files onto a single 800K disk and avoid any disk swapping. I will describe how to prepare a single 3.5-inch disk so it loads ProDOS, configures your memory expansion card as a RAM disk, and loads all the programs from that disk onto your RAM disk. I will assume that (a) you know the basics of setting up RAMUP to work with a standard 5.25-inch floppy disk system, and (b) you have a copy of Copy II+, a utility program from Central Point Software.

Follow these steps:

1. Configure RAMUP so it works normally from a 5.25-inch disk.
2. The RAMUP disk contains a copy of the "Filer", a primitive utility program developed by Apple Computer. Use Copy II+ to delete the file named FILER on the RAMUP disk. Then use Copy II+ to copy the file UTIL.SYSTEM, the Copy II+ utility program, from the Copy II+ disk onto your RAMUP disk. Then use Copy II+ to change the name of UTIL.SYSTEM to FILER to fool RAMUP into running Copy II+'s better utility program.
3. Boot your computer with Copy II+ and format a blank 3.5-inch disk. Name this disk `UNI1`.
4. Use the File Copy provision of Copy II+ to copy all the files from the program side of RAMUP onto your 3.5-inch disk. However, do not copy the AppleWorks data files from the RAMUP disk.

5. Use Copy II+ to set up a series of subdirectories. Each subdirectory should match the name of one of your 5.25-inch program disks. For example, set up a subdirectory called /APPLEWORKS. If you are going to copy Pinpoint's Point-to-Point onto your 3.5-inch disk, set up a subdirectory called /POINT.TO.POINT.
6. Use Copy II+ to copy all the necessary files from each program disk into the appropriate subdirectory on your 3.5-inch disk. For example, all the AppleWorks files should be loaded into the subdirectory named /APPLEWORKS. Be selective when you copy files onto your 3.5-inch disk. For example, you already have a copy of ProDOS on the disk, so don't copy ProDOS into the different subdirectories. In addition, don't copy documentation files or other unnecessary files onto your 3.5-inch disk.
7. If all your 5.25-inch program disks will not fit on a single disk, format a second 3.5-inch disk and name the disk UNI2. Set up the necessary subdirectories and continue copying files onto that disk. Do not split the files from a single 5.25-inch disk across two 3.5-inch disks.

Now Run RAMUP

Now you are ready to run RAMUP. Boot your Apple from the 3.5-inch disk and tell RAMUP you want to load files from "another ProDOS volume". RAMUP will prompt you to insert the correct disk. Press the Return Key and RAMUP will start to load your programs onto your RAM card. When all the programs are loaded from UNI1, switch disks with UNI2 and change the volume name at the bottom of the RAMUP screen. RAMUP will now load all your programs onto your RAM card and give you a menu system to let you select between the application programs loaded onto your card.

[Brian Theil, a graduate of the Educational Technology program at Eastern Michigan University, is a compensatory education teacher in the Taylor (MI) Public Schools.]

Thanks a lot guys.

"In contrast to the Pinpoint Desktop Accessories package, which hasn't yet evolved into more than a set of desk accessories and has only two other applications that can integrate with it, the TimeOut series comes out of the starting gate with seven different packages, all of which integrate inside AppleWorks...**TimeOut does its work at blinding speed...Beagle Bros has done its homework.**"
Charles Rubin, A+

"The publication of the TimeOut series leaves AppleWorks users two main paths for add-ons: the Pinpoint series from Pinpoint Publishing or the TimeOut series from Beagle Bros...**I prefer the TimeOut series.**"
Oliver Rooseveit III,
NAUG: AppleWorks Forum

"Beagle Bros' TimeOut series puts **every enhancement you could dream of right inside AppleWorks.**"
Paul Statt, inCider

"TimeOut works seamlessly; if you didn't know better, you'd think it was part of AppleWorks...**I'm very impressed with TimeOut...Beagle Bros is poised to give Pinpoint a run for the money.**"
Owen Linzmayer, Nibble

"I personally find the TimeOut series very exciting...Looking across the entire series, I'd have to say that the attention to programming detail is incredible ...**The entire series of programs belongs inside of every serious AppleWorks user's repertoire!**"
Marc Apfelstadt, Cali-APPLE

"Most of the people I talked to at AppleFest said they considered **the TimeOut series to he the hig hit of the show.**"
Tom Weishaar, Open-Apple

The TimeOut Series: QuickSpell, SuperFonts, UltraMacros, Graph, DeskTools, SideSpread, FileMaster
Beagle Bros, Inc. • 6215 Ferris Square, Suite 100 • San Diego, CA 92121 • 619-452-5500 • 800-345-1750 • 800-992-4022 (CA)

Techniques to Improve Your Labels

by James Smith and Robert Netro

The AppleWorks data base labels format report is a powerful tool. You can use labels reports to print data from your data base anywhere on a 15-line area. For example, you can use this format to print checks, fill in W-2 forms, and for many other applications.

Here are ten techniques to help you print better labels reports.

#1: Use Apple-J to Justify

In a name and address label, you generally want a person's last name to follow one space after his or her first name...like this:

```
Joe Smith
Marjorie Jones
```

The process of printing the last name immediately after the first name is called "left justification".

To left justify a category, create your labels report format with the entry you want to justify placed on the same line and anywhere to the right of the first category. Then put the cursor on the first letter of the category name you want to justify and enter an Apple-J, for "justify". A "less-than" sign (<) will appear before the category name. The screen will look like this:

```
First Name <Last Name
```

When you print your labels, the data from the left justified category will appear one space after the last letter in the previous category, like this:

```
Andrew Jackson
```

#2: Use Apple-V to Print Category Names

In addition to data, you can print the category names on each label. For example, if you maintain a data base of products in a drugstore, you probably want the expiration date to appear on each label. You will also want to print the category name; otherwise the date on the label would be difficult to interpret.

You print category names on each label by using the Apple-V command when you develop the labels report format. Put the cursor on the first letter of the "Expiration Date" category name and issue an Apple-V. A colon will appear after the category name, like this:

```
Expiration Date:
```

The label will print like this:

```
Expiration Date: Jan 10 88
```

#3: Use Apple-N with Apple-V for Headings

This technique lets you print titles or other information on each label. It requires two commands: Apple-N and Apple-V.

Here is an example: Suppose you want to print mailing labels that say FIRST CLASS MAIL at the bottom of the label. While you are in "Review/Add /Change" mode, issue an Apple-N command and change the name of any extra category to "FIRST CLASS MAIL". If you do not have any extra categories, create one now. Do not enter any data into this category.

Indicate you want to create a labels format report and use the Apple-Arrow commands to move the FIRST CLASS MAIL category to the spot where you want it to print on the label. With the cursor on the letter "F" in "FIRST CLASS MAIL", issue an Apple-V command to indicate you want to print the category name. Since this category is blank, the labels will contain the phrase "FIRST CLASS MAIL:", followed by no information.

You can eliminate the colon after the word "mail" if you wish, but it requires the following steps:

1. "Print" your labels to the clipboard for the word processor instead of on paper.
2. Create a new word processor document and set the top, bottom, left and right margins to zero.
3. Use the Copy Command to copy your labels from the clipboard into your new document.
4. Use the Replace Command to replace all occurrences of "MAIL:" with "MAIL".
5. Print the labels from the word processor module.

This technique works with relatively small numbers of labels, or with AppleWorks enhanced with the desktop expansion software available for Applied Engineering and Checkmate Technology memory expansion cards.

The combination of the Apple-N and Apple-V commands has other applications. For example, if you are printing mailing labels for the parents of school children, you can change the child's "First Name" category to "To the Parents of". Then use the Apple-V command to print the category name. If you make those changes, each label will look like this:

```
To the Parents of: Joe Smith
```

#4: Ways to Protect Confidential Data

Sometimes you want to print data on your labels but need to conceal the true meaning of that data. For example, a business retailer might want to print shelf labels that include both the cost of a product and its retail price. However, he would not want the customer to recognize the cost data. Here are some tricks to help you protect the confidentiality of information you print on a label. In this example, we will disguise the cost of a product. In addition, we will disguise the date on which we originally purchased an item. You can generalize these techniques to protect demographic data, test records, or other information.

Consider these suggestions:

1. Design the label format with two sets of numerical data adjacent to each other. Then use the Apple-J command to left justify the second set of numbers. In *Figures 1 and 2*, we put the cost of the item on the same line as the stock number and left justified the cost figure.
2. If you want to protect the confidentiality of dates, do not use the letters "DATE" in the category name. In addition, enter the year as a two-digit number followed by a decimal point. Then enter the month and date as four digit numbers. For example, enter December 26, 1987 as 87.1226. In the example in *Figures 1 and 2*, we used the category name "When purchased" and entered the date of January 13, 1987 in the format 87.0113. We also used the Apple-J command to move the purchase date so it immediately followed the cost information.
3. You can also protect the confidentiality of data by changing the category name and printing the new name using the Apple-V command, as described above. For example, suppose you want to protect a student's privacy by not revealing that his record contains a code for "Free Lunch". If you use the Apple-N command to change the "Free Lunch" category name to "Transportation", you can be relatively confident that labels printed with "Transportation: Yes" will not reveal the student's financial status.

Figure 1: Label Format that Masks Cost

```
Stock No.      <Cost  <When Purchased
Item
Source
Price:
----Each Record will print 6 lines---
```

Figure 2: Sample Label with Masked Cost

```
335SKM8.5 4.13 87.0113
Amoxicyllin
Smith, Kline, French
Price: 9.35
```

#5: Use Apple-Z to View a Sample Label

If you issue an Apple-Z command while defining your label format, AppleWorks will insert sample data from your data base on your screen. This helps you visualize the label before you print it. Issue another Apple-Z command to return to the regular label format screen.

#6: Sort Your Labels for Postage Savings

Check with your post office about possible postage savings using bulk mail, pre-sorted first class mail, or special mailing rates available to non-profit organizations like schools and charities. These special rates require that you sort your mail by zip code order. If you can take advantage of these lower rates, use the Apple-A command to sort your records by zip code before printing your labels.

#7: Get a Count of Your Labels

There are times you need to know how many labels you will print. For example, if you are using the special mailing rates mentioned above, you must report the number of letters going to each zip code area. You can obtain that count from the tables format report: Use the technique outlined in the article "How to Get the Data Base to Count" in the September 1987 issue of the ***AppleWorks Forum.***

#8: Preview Your Output on the Screen

AppleWorks lets you preview your labels on the screen before sending them to the printer. That lets you examine the format of your labels and review your selection and arranging criteria. You preview the labels by issuing an Apple-P command when the labels report format is on the screen. Then select "The screen" in response to "Where do you want to print the report?".

#9: Turn off the Page Headers

You generally do not want the file name, report name, report date, and page number to print on your labels. Go to the Options Menu (Apple-O) and issue the PH command to turn Print Page Headers off before printing.

#10: Use Macros to Generate Routine Reports

While AppleWorks memorizes your labels report format, it does not remember how you organize your data with the Apple-A command. In addition, the report format only remembers your last use of the Apple-R command to select specific records. Frequently, you use a series of record selection rules as you print different segments of your data base. The process involves repeated iterations as you use the Apple-R command to select records, arrange those records with Apple-A, and print a subset of your total run of labels. You then repeat the process for different subgroups.

Macro programs such as UltraMacros and KeyPlayer can memorize these steps as you generate a monthly report. These programs then can reproduce those operations in response to a single keystroke.

*[Ed: More techniques for printing on labels appear in the following articles published in the **AppleWorks Forum**:*

"How to Produce Return Address Labels", November 1986

"How to Print on 3-Across Labels", April 1987

"Techniques for Printing on Labels", May 1987.]

[James Smith, a graduate of the Educational Technology program at Eastern Michigan University, is NAUG's Technical and Support Services Coordinator.

Robert Netro is President of M.I.H. Associates, an AppleWorks consulting firm, in Canton, Ohio. He is the author of numerous AppleWorks templates published by International Apple Core and other vendors.]

DOING MY TAXES CAN BE FUN?

SURE CAN, WITH 1040WORKS, THE APPLEWORKS ENHANCEMENT THAT DOES YOUR TAXES.

Don't let the new IRS tax rules boggle your mind. For a fraction of the cost of comparable tax software, **1040Works** will turn AppleWorks spreadsheet into a comprehensive tax program that:

- Computes Form 1040
- Figures your income and tax
- Prints out ready-to-file schedules and forms
- Does much, much more.

Easy to set up and use, saves time — yes, it's even fun, customers tell us. Friendly support, too. And if you use a macro program, you can save even more time with our free custom macros. *NAUG Forum* (March 87) compared **1040Works** to $250 tax software.

For 128K Apple or compatible **1040Works** costs only $24.95 (includes shipping). Got IIGS or 256K RAM? **1040Works-X** uses larger AppleWorks desktop to save steps, speed your work, $27.95. Either on 3.5-inch disk, add $3. In NY add state/local tax. Send check or MO. For VISA or Mastercard orders, call

800-541-0900 anytime

PERSONAL FINANCIAL SERVICES
P.O. Box 1401, Dept. H
Melvillle, N.Y. 11747
(516) 261-8652

Eight desktop accessories. Merge pictures into text, automatically address envelopes, log onto GEnie or CompuServe and more. Add new desk accessories anytime, including those you write yourself!

Pinpoint™

The only "pop up" spelling checker for AppleWorks. Checks your work – as you write – against 61,000-word main and unlimited-capacity personal dictionaries.

Spelling CHECKER

This macro key and scripting program speeds repetitive or complex tasks. Features "live" or menu-driven macro recording. Voted 'Most Valuable Player' on the Pinpoint team.

KeyPlayer™

The database manager and report writer you can use with or without a mouse. 65,000 records with 250 fields on up to 8 screens! Mac-like Point-Click-Drag form and report design deliver results in a snap.

ProFILER™

The fastest spell checker for the Apple II can check up to 16 documents at once. This performance partner shares dictionaries with Pinpoint's Spelling Checker so you'll always have the best spell checker for any job!

Checker Document™

Voted "BEST" by A+, InCider and Nibble. The only communications program to fully support Binary II protocol and all Apple IIGS file types. Features AppleWorks ease of use and every feature you'll ever need!

PointOmniq™

Brilliant charts, graphs, drawings and pictures. Awesome: up to 16 AppleWorks spreadsheets, each with 10 hot-linked charts, plus added Print Shop graphics (and others) all at your command!

GraphicEdge™

More people use AppleWorks than all other integrated Apple II software programs combined. However, just for good measure, many of Pinpoint's programs also work with other popular ProDOS programs.

AppleWorks™ Power Tools

Transform AppleWorks from a simply wonderful program, into an awesome integrated workspace.

Thanks to Pinpoint's open-architecture design, you can use any of our programs to boost your productivity. Each so well integrated, they'll become part of your AppleWorks routine in no time.

And we haven't told you about COMMAND.COM, RunRun, ToolKit, Thesaurus or the Apple IIgs Starter Pak.

Almost two dozen AppleWorks Power Tools in all.

But Pinpoint is more than just great software. We're an entire company dedicated to Apple II solutions that save you time, effort and money.

Call or write for a *FREE* copy of our informative *Points of Interest* newsletter. And for all you Pinpoint owners, ask about our technical support plan that includes automatic software updates.

5865 Doyle #112 • Emeryville, CA 94608
Telephone (415) 654-3050

© 1987 Pinpoint Publishing. Pinpoint, ProFILER, KeyPlayer, Point-to-Point, COMMAND.COM and RunRun, are trademarks of Pinpoint Publishing and its authors. Apple is a registered trademark while AppleWorks, Apple IIgs, and ProDOS are trademarks of Apple Computer, Inc. Other trademarks are of their respective owners

How to Recover Damaged Data Base Files

by Warren Williams

NAUG receives numerous letters from members about damaged data base files. This article describes some techniques to help you recover your lost data.

There are at least five reasons why you can experience difficulty accessing an existing data base file:

1. a disk drive problem,
2. a faulty AppleWorks program,
3. a physically or electronically damaged data disk,
4. a defective "header" in the data base file, or
5. one or more defective records in the data base file.

I will describe each of these problems and will outline how to recover from the most common difficulties. I will limit myself to using file and disk copying programs to recover lost data. Some problems require that you use a disk sector editor to recover your data; those methods are beyond the scope of this article.

Do You Have a Disk Drive Problem?

Disk drive problems manifest themselves as a general unreliability in the operation of one disk drive. If you have a disk drive problem, the difficulties are not specific to the AppleWorks data base; they appear no matter which program you use.

If you suspect a problem with Drive 1 (or the internal drive in an Apple IIc), try starting your Apple with programs other than AppleWorks. If the disk drive clatters and is unreliable when trying to boot different program disks, you probably have a mechanical or electronic problem. Start by cleaning your disk drives with one of the commercially available cleaning systems, then test the drive again. You can also check the timing of a drive with Copy II+ or Locksmith. If the timing is off, you probably should take your drive to a dealer for an adjustment or repair.

If you suspect Drive 2, boot up AppleWorks and try to use Drive 2 to read a word processor file on your data disk. If your system is unable to read the file using Drive 2, try to read a word processor file from a different AppleWorks data disk. If the drive cannot read either disk, tell AppleWorks you want to read the file from Drive 1, switch your second data disk to that drive, and see if your computer can access the file. If it can read the file on Drive 1 but not on Drive 2, Drive 2 is probably faulty. If you still cannot read the word processor file on either drive, you probably do *not* have a disk drive problem.

Do You Have a Damaged Copy of AppleWorks?

It is also easy to determine if you have a damaged copy of AppleWorks; try someone else's copy of the program. If that cures your problem, your AppleWorks disk is faulty. If your problem persists, the difficulty is not with AppleWorks.

Is Your Data Disk Damaged?

If you do not have a disk drive problem or a defective copy of AppleWorks, you should suspect your data disk.

There are numerous ways to try to restore a damaged disk. First, try each of the following techniques:

1. Format a blank disk and use a utility program to copy all the files from the damaged disk onto the new disk. Copy each separate file on the disk; do *not* perform a *disk* copy.

2. One **NAUG** member reports that he restores his damaged files by using the Fast Copy program on the Locksmith disk. He uses Locksmith to make a copy of the damaged disk and uses that copy to make a second copy. For some reason, his second generation copy frequently works. I don't understand the logic of this approach, but you might want to try this technique.

3. Use a utility program designed to help restore damaged disks. My favorite is Bag of Tricks, version 2, available from discount vendors for approximately $30. *[Ed: Step-by-step directions on how to use Bag of Tricks to recover AppleWorks files appear in the January 1987 issue of the **AppleWorks Forum**. Additional articles on how to recover data from damaged disks appear in the September 1986 and August 1987 issues.]*

The most frequent problem is damage to the headers or to a single data base record.

Is Your Data Base File Damaged?

If you can access all except one data base file on the disk, your problem is probably with that one file, not with the disk itself.

You know you have a damaged data base file when the following are true:

1. You get an error message when trying to read a single data base file.
2. Other files on the same data disk remain accessible.
3. AppleWorks appears to load part of the data base file successfully before giving you an error message.

Apple Computer says the problem with damaged data base files is caused by Applied Engineering's desktop expansion software. However, **NAUG** members also report problems with unenhanced copies of AppleWorks; it seems the Applied Engineering enhancement is not responsible for the damage.

Some Background

The data base files maintained by AppleWorks are relatively complex. They contain a series of "headers" at the beginning of the file to help AppleWorks keep track of the file, the data itself, information about the single record and multiple record layouts, and the report formats. The most frequent problem is damage to the headers or to a single data base record. Apple Computer describes the precise format of the data base file, headers, and records in a 15-page "Technical Note" available from **NAUG** and from Apple Dealers. *[Ed: Request "Technical Note #5; File Formats for AppleWorks and /// EZ Pieces." The cost is $4, including postage.]*

Unfortunately, there is no easy way to determine if your problem is with the header or with a single record. If you have the Technical Note mentioned above and know how to use a disk "zapping" program, you can examine and restore a damaged header. However, this approach is beyond the scope of the present article. *[Ed:* **NAUG** *will publish an article on how to use a disk zapping program to recover data base files in a future issue of the **AppleWorks Forum**.]*

How to Recover a Damaged File

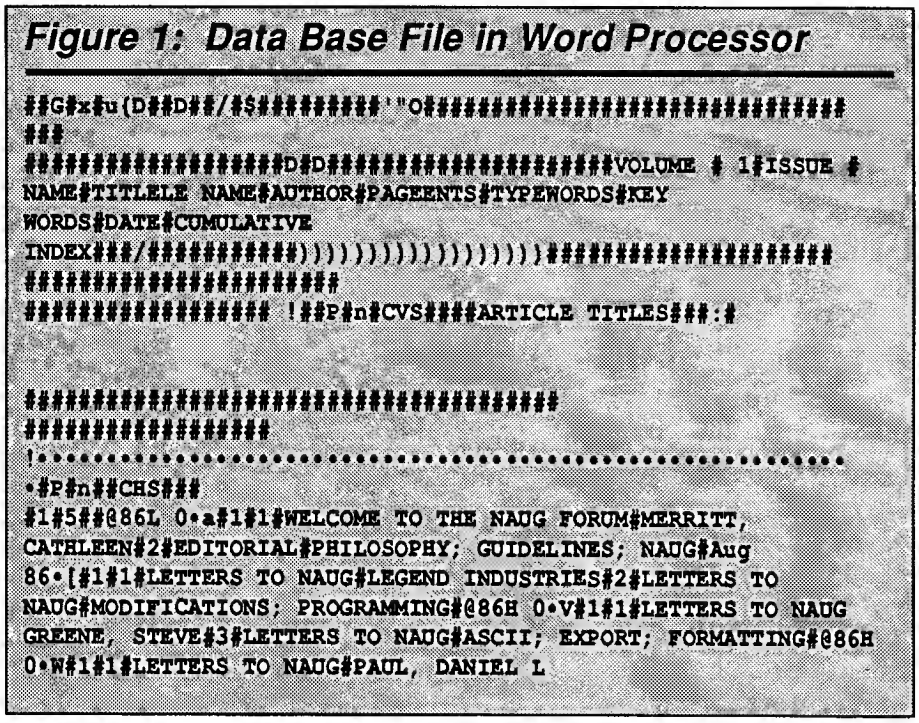
Fortunately, there is a technique you can use to recover the data in your damaged file. The technique works whether your problem is with the data base header or with records in the file. It requires only a basic knowledge of AppleWorks.

The procedure uses AppleWorks' ability to create a new word processor file by reading your data base as an ASCII text file. This approach is admittedly inelegant and the work is long and tedious. However, the technique lets you recover lost data without using a disk zapping program or re-keying all your records. If you are handy with powerful macro programs like UltraMacros, you can use those skills to make this work easier.

Proceed as follows:

1. Tell AppleWorks you want to create a new word

Figure 1: Data Base File in Word Processor



```
##G#x#u(D##D##/#$#########'"O#############################
###
###################D#D####################VOLUME # 1#ISSUE #
NAME#TITLELE NAME#AUTHOR#PAGEENTS#TYPEWORDS#KEY
WORDS#DATE#CUMULATIVE
INDEX###/##########)))))))))))))))))))#####################
######################
################## !##P#n#CVS####ARTICLE TITLES###:#


####################################
#################
!•••••••••••••••••••••••••••••••••••••••••••••••••••••••••
•#P#n##CHS###
#1#5##@86L 0•a#1#1#WELCOME TO THE NAUG FORUM#MERRITT,
CATHLEEN#2#EDITORIAL#PHILOSOPHY; GUIDELINES; NAUG#Aug
86•[#1#1#LETTERS TO NAUG#LEGEND INDUSTRIES#2#LETTERS TO
NAUG#MODIFICATIONS; PROGRAMMING#@86H 0•V#1#1#LETTERS TO NAUG
GREENE, STEVE#3#LETTERS TO NAUG#ASCII; EXPORT; FORMATTING#@86H
0•W#1#1#LETTERS TO NAUG#PAUL, DANIEL L
```

Figure 2: Edited Word Processor File

```
1
1
WELCOME TO THE NAUG FORUM
MERRITT, CATHLEEN
2
EDITORIAL
PHILOSOPHY; GUIDELINES; NAUG
Aug 86
1
1
LETTERS TO NAUG
LEGEND INDUSTRIES
2
LETTERS TO NAUG
MODIFICATIONS; PROGRAMMING
Aug 86
  .
  .
  .
```

processor file from an ASCII file on disk. Put your data disk with the damaged file in a drive and give the pathname to that file. Give any name to the AppleWorks word processor file you just created.

Did you get an error message indicating that AppleWorks was unable to read your file? If you received an error message, issue an Apple-Q command and see if AppleWorks created a new word processor file anyway. If it did, proceed as follows. If not, and if you could not recover your file with Bag of Tricks, you will have to resort to using a disk "zapping" program and "hacking" on your data disk. If that kind of work on data disks is not your style, find a friend who is proficient with disk zapping programs, or visit a local users group and find someone who has the time and expertise to recover your damaged file. He or she will need the Technical Note mentioned earlier.

2. If AppleWorks created a word processor file from your data base, get that file on the screen.

   AppleWorks stores its data base files in binary format, so the word processor file will contain a combination of readable text and other symbols. *Figure 1* depicts the beginning of a typical data base file read into the word processor. Ignore the random characters for now; we will get rid of them shortly.

3. Issue an Apple-9 command to get to the end of your word processor file. Did all your data base records load into the word processor? If not, try to determine how many records are missing. If you are missing many records, note the contents of the last record in your file; the next record is probably the damaged one. Again, find someone who knows how to correct the structure of data disks, give them a copy of the Technical Note and a data disk with a copy of your bad file. Tell your expert the contents of the last record you were able to read. Ask them to try to restore that record or, failing that, replace it with a dummy record you can delete later.

4. If all or most of your records loaded into the word processor, you can use the word processor to recover the data in your file. Use the Delete Command to delete the headers (the first lines in the word processor document) and all unwanted characters. Insert RETURNs where necessary. Your goal is to have all the data in one long list at the left edge of the screen.

   Figure 1 shows what my file looked like before

I purged the unwanted 8-bit characters. *Figure 2* shows the file after I deleted the unwanted characters and inserted RETURNs where necessary. Note that you want to produce a word processor file with the entry for a different category on each line. Remember how many lines you have in each record; you will need that information later.

Examine the relationship between *Figures 1 and 2*. Note that *Figure 1* contains numerous lines from the beginning of the data base file. These are the headers that are deleted in *Figure 2*. Also note the way the records starting with "#1#1WELCOME" in *Figure 1* were restructured in *Figure 2*. As mentioned earlier, if you have a macro program, you can develop a series of macros to help you clean up your file.

5. Issue an Apple-P command and indicate you want to "print" your word processor document as a text (ASCII) file on your disk. Assuming your data disk is called "DATA", save the file with the pathname "**/DATA/TEMP.ASCII**".
6. Return to the Main Menu, indicate you want to add a file to the desktop, and that you want to create a new data base file. Indicate that you want to use an ASCII file to create a new data base file. AppleWorks will ask, "How many categories per record?" Respond with the number of lines in each record. (See step #4 above) The pathname to retrieve the file is /DATA/TEMP.ASCII.
7. Once the new data base file is on your screen, use the Apple-N command to give the different categories appropriate names, then use Apple-S to save the file in AppleWorks format.

As indicated earlier, this process is long and tedious, but it does work.

Electronic Index Disk Update

NAUG's Electronic Index Disk lets members quickly find articles in back issues of the *AppleWorks Forum*. The table on the right has two parts:

1. a list of entries of the articles in this month's *AppleWorks Forum*. Use this list to update the "FORUM INDEX" file, and
2. a list of new key words to add to the "KEY WORDS" file.

NAUG recently converted the key words list on the Electronic Index Disk from a word processor file to a data base format. This change makes it easier to edit the data in the "KEY WORDS" file. We suggest you do a similar conversion if you intend to update your key words list. If you prefer not to make this conversion yourself, please return the original disk to **NAUG** for a free update. Instructions for updating the index were published in last month's newsletter.

Here is the information for March 1988.
Enter the Standard Values for these categories: **Volume #: 3 • Issue #: 3 • Date: Mar 88**
Enter the rest of the data in the order **Type • Page • Title • Author • Key Words**

Editorial • 3 • AppleWorks: A Look at the Future • n/a • AppleWorks; Claris; Add-Ons; Beagle Bros; JEM Software

n/a • 3 • AppleWorks Upgrade Offer • n/a • Claris; AppleWorks; Version 2.0; Special Offer; Updates; Upgrades

Letters to NAUG • 3 • How to Run AppleWorks on MS-DOS Computers • Juenger, Jere L. • AppleWorks; IBM; MS-DOS; PC; Microsoft; Diamond Computer; Trackstar

Letters to NAUG • 4 • Transferring Bank Street Writer Files into AppleWorks Format • Weiser, Francis • Bank Street Writer; ASCII; File Transfers; Copy II+; ProDOS; Dos 3.3

Letters to NAUG • 5 • ImageWriter Sheet Feeder Correction • Miller, Craig • ImageWriter II; Correction; Printers; Printer Effects; Printer Codes

Letters to NAUG • 5 • Patch for PatchMania • Brandt, Randy • PatchMania; Patches; Bugs; JEM Software

Word Processor Tip • 7 • How to Get Special Symbols in Legal Documents • King, Sheryl; Heidtman, Hal; Merritt, Cathleen • Foreign Characters; Printer Effects; Epson; Printers; Panasonic

Software Review • 9 • Disk Utilities for AppleWorks: TimeOut FileMaster • Shanker, Bruce • FileMaster; TimeOut; Beagle Bros; Add-Ons

AppleWorks Add-Ons • 11 • How to Use TimeOut with Expanded Memory Cards • Williams, Warren • Beagle Bros; TimeOut; RAM Disks; Memory Cards

Novice Notes • 13 • What Do "^" Marks Mean? • Marriott, William • Word Processor; Formatting; Special Characters; Printing Effects

AppleWorks Add-Ons • 14 • How to Use RAMUP with 3.5-Inch Disks • Theil, Brian • RAMUP; Quality Computers; 3.5-Inch Drives; RAM Disks

Data Base Tip • 16 • How to Improve Your Labels • Smith, James; Netro, Robert • Data Base; Labels; Formatting

Advanced Techniques • 20 • How to Recover Damaged Data Base Files • Williams, Warren • Data Base; Recovering Data; Word Processor; Troubleshooting

New Key Words for March: FileMaster; Bank Street Writer; IBM; MS-DOS; PC; Microsoft; Diamond Computer; Trackstar; Foreign Characters

AppleWorks Forum

Second Class Postage Paid at Westland, MI

NAUG
National AppleWorks Users Group
Box 87453, Canton, Michigan 48187
(313) 397-1594
BBS# (313) 482-8090

TIME VALUE MATERIAL

NAUG Membership

Name: _____

Member Nº (if renewing): _____

Address: _____

_____

City: _____ State: _____

Zip or mail code: _____ Country: _____

Home Phone: _____

Work Phone: _____

Computer Type: _____

Modem Type: _____

Printer Type: _____

Peripherals: _____

Expanded Memory Card: _____

NAUG shares members' addresses with other user groups and selected vendors. If you do NOT want to receive mail from these agencies, please check here: ☐

Check all which apply:

__ Membership:$24 for 12 months of the ***AppleWorks Forum****
__ 1st Class Mail to North America: $10**
__ Surface Mail outside North America: $10**
__ Air Mail outside North America: $25**

*Membership in **NAUG** is free. Your $24 is for a one-year subscription to the ***AppleWorks Forum.***

**in addition to subscription rate.

Send this completed application with your payment.

☐ ***Amount Enclosed: $_____***

☐ ***VISA*** ☐ ***MasterCard***

Card #_____ Expires_____

Signature _____

AppleWorks is a trademark of Claris Corporation.

Commercial Advertising

The ***AppleWorks Forum*** is a service to **NAUG** members. Commercial advertisements are accepted only on a space-available basis and will not be allowed to supplant editorial space. Advertising rates are as follows:

Full page:	7.25" x 9.75"	$500.00
Half page:	3.25" x 9.75"	$275.00
	7.25" x 4.5"	$250.00
Quarter page:	3.25" x 4.5"	$125.00
Eighth page:	3.25" x 2.25"	$75.00

NAUG does not have an advertising department and is not equipped to do art work or layout for advertisements. Space is reserved upon receipt of payment in full and must be received in the **NAUG** office at least two months prior to the cover date on the newsletter. Art work must be received in the **NAUG** office no later than 45 days prior to the cover date on the newsletter. Confirmation of space availability will be sent upon receipt of payment.

Vendors offering discounts to **NAUG** members of 20% or more may qualify for a brief description of their offer in the ***AppleWorks Forum***. Submit your discount offer to NAUG in writing for consideration.

Seminar Schedule

NAUG sponsors half-day AppleWorks seminars in various locations throughout the country. These seminars, entitled "AppleWorks: Beyond the Basics", are intended for AppleWorks users who want to solve AppleWorks problems and learn new techniques.

Revised seminar schedule:

March 4	—	**Chicago, IL**
March 5	—	**St. Louis, MO**
March 12	—	**Denver, CO**
April 23	—	**Columbus, OH**
April 23	—	**Atlanta, GA**
April 25	—	**Orlando, FL**
April 27	—	**Ft. Lauderdale/Miami, FL**
April 29	—	**Washington DC/Baltimore, MD**
April 30	—	**Philadelphia, PA**
May 2	—	**Clark, NJ (Newark/Elizabeth)**
May 7	—	**Cincinnati, OH**

The presenters, Warren Williams and Hal Heidtman, are technical advisors to NAUG and frequent contributors to the ***AppleWorks Forum.***

Write or call NAUG for more information – (313) 397-1594.